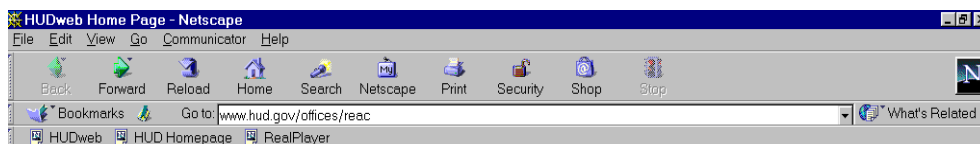## Appendix II.   Logging on to TASS

The Tenant Assessment Subsystem (TASS) is deployed in HUD's Secure Systems environment. Program Administrators of HUD's rental assistance programs may access TASS via the Internet.

Use the following steps to access the TASS Secure System:

Step 1:   Launch the Internet browser on your computer. Enter the following address in the **Address/Location/Go** to field of the Web browser: http://www.hud.gov/offices/reac and press **Enter** on the keyboard.

Step 2:   The **Real Estate Assessment Center Home Page** is displayed.

Online Systems

Figure 2 . Real Estate Assessment Center Home Page

Step 3:   Click the **Online Systems** menu item in the navigation bar on the left side of the page.

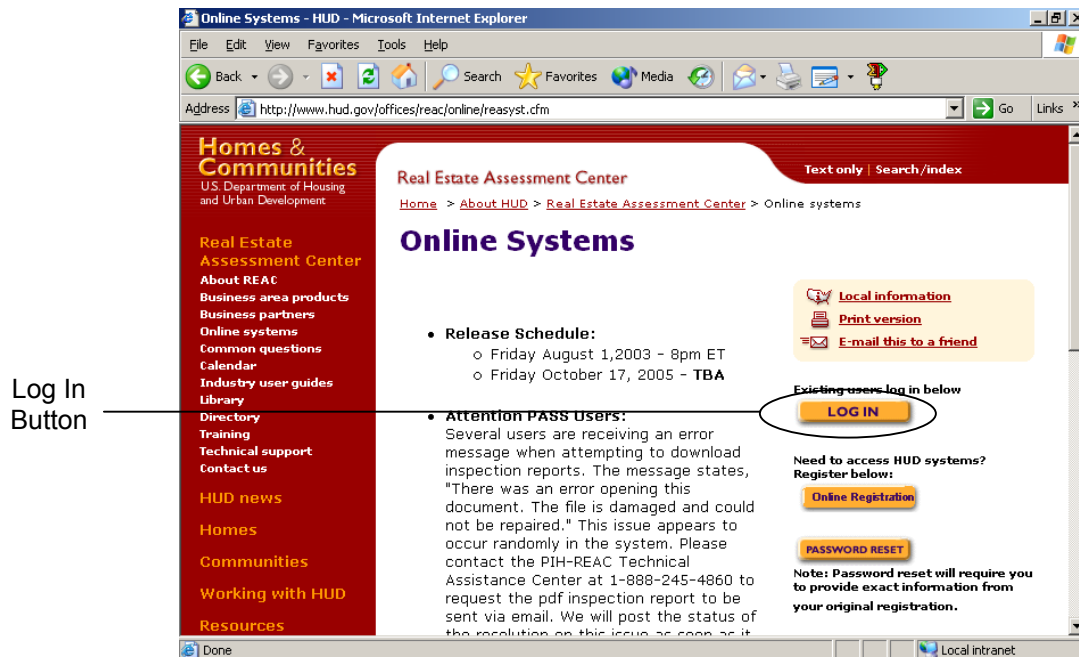**Step 4:** The **Online Systems** screen is displayed. The screen displays information on HUD PIH-REAC Systems.

Figure 3. REAC Online Systems Screen

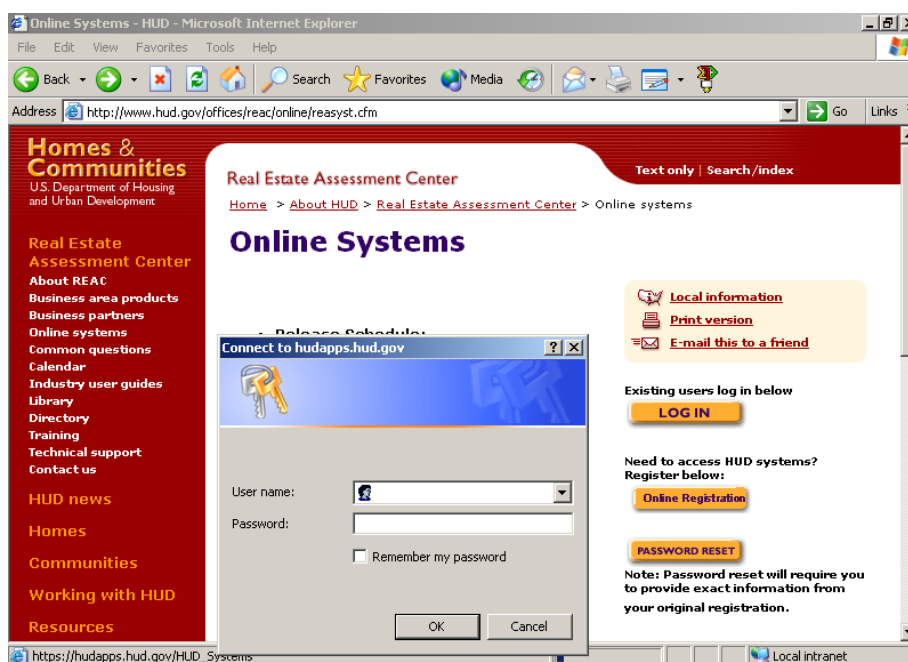**Step 5:** To access HUD PIH-REAC systems click the **LOG IN** button.

Figure 4. REAC Online Systems Log In Window

Step 6:   The Login pop-up box is displayed. Enter the User ID and Password and click **OK.**

Note	The User ID is six characters beginning with an "M" or "H" and followed by 5 numeric characters. External users such as the POAs are assigned a User ID starting with an "M" (for example, "M12345"). Internal users such as HUD Employees are assigned a User ID starting with an "H" (for example, "H12345"). The User ID and password are case-sensitive.

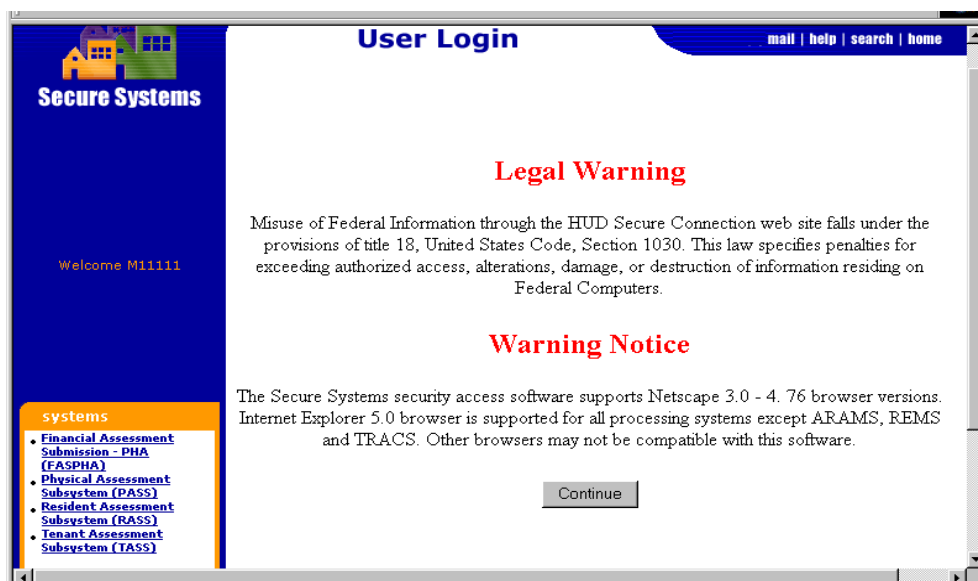|	
Note	If the User ID/Password combination is incorrect, the system displays an "Authorization Failed" message. You have 3 chances to enter the correct User ID/Password combination. If, after the third attempt, the "Authorization Failed" message appears, you will need to contact the REAC Technical Assistance Center-Password Unit at 1-888-245-4860 to have the password reset. Every 21 days the system will prompt you to change the password. Passwords are to be kept in a secure location and protected from unauthorized use. Passwords should be kept private, and must not be shared with other staff members.

Figure 5. Secure Systems Warning screen

Step 7: The **Secure Systems Warning** screen is displayed. Review the screen contents and click the **Continue** button.

Step 8: The **Secure Systems Selection** screen is displayed. Click on the <u>Tenant Assessment Subsystem (TASS)</u> link.
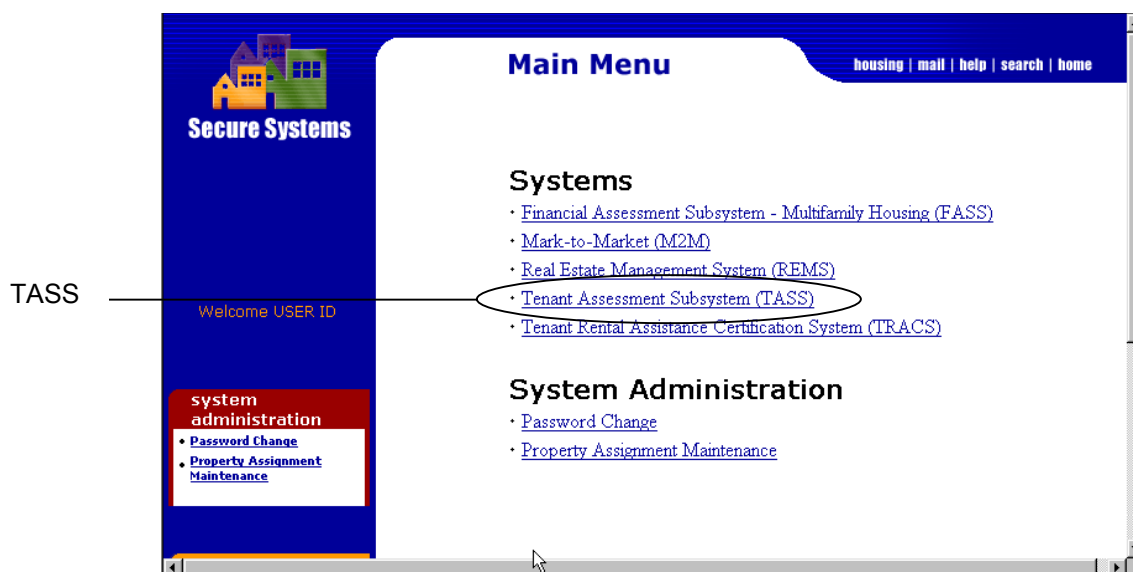

Figure 6. Secure Systems Selection screen

Step 9:   The **TASS Home Page** is displayed. The user is able to access all the TASS-related functions and utilities from this screen.
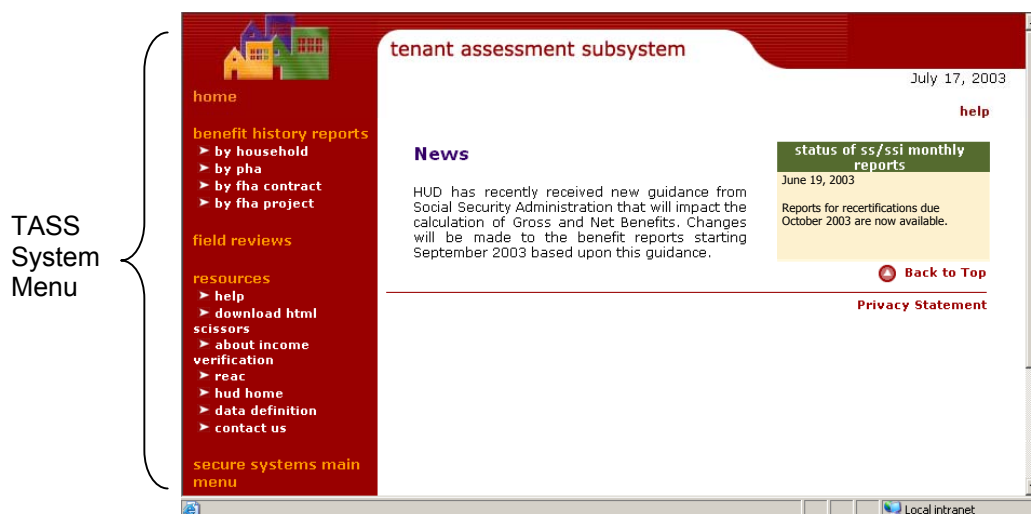

Figure 7. TASS Home Page